

**SUBJECT:**                    **PROFESSIONAL STAFF VISITATIONS AND CONFERENCES**

**Supersedes:**                GCLA  
**Effective:**                 March 12, 2009  
**Page:**                        1 of 1  
**Approved by:**             Detroit Board of Education

**1.0    Policy**

The Board will provide funds annually, financial resources permitting, to help in payment of expenses for a limited number of employees to attend conventions, conferences, and workshops and visit other school districts.

Budget requests for such funds will specify insofar as possible the meetings to be attended and the number of employees to represent the school system.

Funds budgeted for travel purposes for the various divisions and General Superintendent's office will constitute **Board approval** of staff travel and of district payment of necessary expenses.

Under appropriate circumstances, permission also may be granted employees to attend professional meetings without reimbursement of expenses. Special consideration will be given such requests if the employee is a participant in the program, an officer of the group, or if the meeting has been called by an educational agency (as state or federal).

All leave for conferences and visitations must have advance approval in accord with procedures established by the Department of Human Resources.

**Attachments to Policy 7.30:**                None

**Legal References:**                None

**Labor Contract References:**             DFT